

FILE NO.

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRADEPARTMENTAL CORRESPONDENCE

	REFERRED FOR ACTION
	ANSWER FOR MY SIGNATURE
	FOR FILE
	FOR YOUR INFORMATION
	FOR SIGNATURE
	RETURN TO ME
	PLEASE SEE ME
	PLEASE TELEPHONE ME
	FOR APPROVAL
	PLEASE ADVISE ME
BY	DATE

(225) 237-12*

FAX NO. (225) 237-1390

MEMORANDUM

*

TO: *

DISTRICT ENGINEER ADMINISTRATOR

FROM: *

DOTD DIRECTOR OF REAL ESTATE

DATE: *

SUBJECT: (Abandonment/Transfer/Exchange)

*

The Department is planning to (abandon/transfer/exchange) the referenced section of state highway according to LRS 48:224, please furnish this office with the names, addresses and contact persons for the following:

- 1) The local governing authority(s)
- 2) All public utilities with recorded right of way agreements or permits
- 3) All recorded holders of right of way permits affected by this action (NOTE: I do not need driveway permits)
- 4) Members of Legislature in affected Districts

Thank you for your cooperation in this matter.

If further information is required, please contact me or * at (225) 237-12*.

JMD/*/*

NOTE: MODIFY FORM IF YOU ALSO NEED RECOMMENDATION FOR DISPOSAL

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE